

## **REGULAR MEETING OF THE ILLINOIS BOARD OF INTERPRETERS**

The twentieth meeting of the Interpreter Licensure Board was held on Thursday, March 21, 2013, at the Illinois Deaf and Hard of Hearing Commission Office, 528 S. Fifth Street, Suite 209, Springfield, Illinois.

### **I. Call to Order:**

Chairperson Hedding called the meeting to order at 10:10 a.m.

#### **Members Present:**

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

#### **IDHHC Staff Present:**

Janet Lambert, Assistant Director/Acting Interpreter Coordinator  
Tonia R. Bogener, Legal Counsel

### **II. Approval of Minutes**

*Dana Craig moved to accept the August 7, 2012, minutes as presented. Sue Sanders seconded the motion. With no objections, the motion is adopted by acclamation.*

### **III. Election of Officers**

Nominations for Chair – Dana Craig. With no further nominations, Dana Craig is elected as Chair.

Nominations for Vice-Chair – Teri Hedding. With no further nominations, Teri Hedding is elected as Vice-Chair.

Nominations for Secretary – Sue Sanders. With no further nominations, Sue Sanders is elected as Secretary.

### **IV. Special Presentation**

*Open Meetings Act & Roberts Rules of Order*  
Tonia R. Bogener, IDHHC Legal Counsel

Ms. Bogener stressed the Interpreter Licensure Board must comply with the Open Meetings Act. This requires that the Agenda be posted 48 hours prior to a scheduled meeting. Anytime there are 3 Board members discussing licensure board business it is considered a meeting and must be

open to the public; this requirement also includes email. Additionally, all approved minutes must be posted on IDHHC's website. The minutes should be a summary of the meeting.

Roberts Rules of Order is not state law but used for conducting meetings efficiently. A brief overview of how to make a motion was provided including making amendments. It is important to remember that a motion must receive a "second" in order for a vote to proceed. This includes motions when the board moves to approve minutes, recess or adjourn.

## V. Interpreter Coordinator Report

- Number of Licensed Interpreters
  - Master 195
  - Advanced 182
  - Intermediate 202
  - Provisional 39
  - 618
  - 2013 Renewals 570  
(31 provisional licenses with upcoming expiration dates in 2013)
  - 2013 New Licenses 17
- BEI Testing  
IDHHC is in process of developing a new database to provide accurate numbers. IDHHC continues to provide BEI written and performance tests. However, specific testing numbers will not be provided until database is implemented in Fall 2013.

***Karen Janssen moved to recess from 11:00 – 11:15 a.m. Shelley Engstrom-Kestel seconded the motion. Motion passed.***

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

- Interpreter Coordinator Position  
The hiring process has been delayed to intermittent hiring freezes by the Governor's Office. The position has been posted and IDHHC is proceeding.
- Interpreter Complaints  
IDHHC has restructured the interpreter complaints process. IDHHC Legal Counsel is now handling intake and investigation. Legal Counsel is proceeding with all new complaints and reviewing the existing backlog. Licensure Board members should continue to encourage individuals to file complaints. Even if IDHHC does not always seek discipline, the process is still important because interpreters are educated through warning letters and important to demonstrate a pattern behavior if future complaints are received.

***Shelley Engstrom-Kestel moved to recess for lunch at 12:35 p.m. for 30 minutes. Karen Janssen seconded the motion. Motion passed.***

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

- IDHHC Annual Conference  
Brandy Hayes provided the registration and responsibilities for the Licensure Board members during the conference. An overview of the tentative conference schedule and changes to the CE process were discussed.

## **VI. Old Business**

- Mentorship Rules**  
The JCAR process has been completed. JCAR issued no objections. The rules will be effective July 1, 2013. IDHHC will provide a workshop during the 2013 Conference.
- Requirements for Deaf Interpreters and Certified Deaf Interpreters**  
The Board discussed various concerns related to licensed Deaf Interpreters such as declining numbers, limited work opportunities, and whether licensure fees should be re-evaluated for licensure or exploring other options to show support for deaf interpreters.

***Karen Janssen moved to table the “Deaf Interpreter Requirements” discussion until the next meeting. Shelly Engstrom-Kestel seconded the motion.***

Dana Craig	No	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

***Janet Lambert moved to recess for 15 minutes starting at 2:50 p.m. Thomas Russell seconded the motion. Motion passed.***

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

c. ITP Program Survey

Board members discussed the purpose of the survey was to evaluate the possibility of setting standards for interpreter preparation programs/interpreter training programs.

***Janet Lambert moved for the Licensure Board to discontinue discussion on the ITP programs as it is under the authority of the Commission. Shelly Engstrom-Kestel seconded the motion. Motion passed.***

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Abstained		

**VII. New Business**

**Continuing Education Waiver Requests**

Only one was received this year. The Interpreter requested a partial waiver of 10-12 continuing education hours due to health issues. IDHHC Legal Counsel gave summary of the medical documentation provided.

***Sue Sanders moved to grant the continuing education waiver for up to 12 hours. Shelley Engstrom-Kestel seconded the motion. Motion passed.***

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

**VIII. Announcements**

Texas has introduced legislation for licensure which was modeled after the Illinois Interpreter Licensure Act.

**IX. Adjournment**

*Sue Sanders moved to adjourn the meeting. Karen Janssen seconded the motion. Motion passed.*

Dana Craig	Yes	Thomas Russell	Yes
Shelley Engstrom-Kestel	Yes	Sue Sanders	Yes
Teri Hedding	Yes	Deborah Sampson	Yes
Karen Janssen	Yes		

The meeting adjourned at 4:20 p.m.

**(Signature on file)** \_\_\_\_\_  
Chairperson Date

**(Signature on file)** \_\_\_\_\_  
Secretary Date